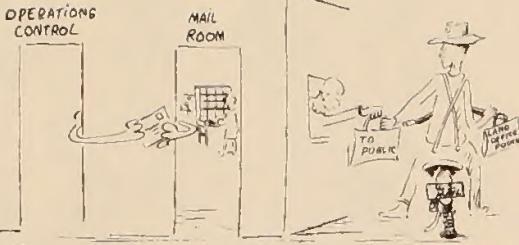




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5. An Operations Control Section of the Denver Service Center routes the bills, reports, and receipts to the Public and to the Originating Offices.

#### How it happened

In 1967 a parallel test of an automated billing and receipting system and the existing manual procedures were tested in Montana with gratifying results. Later that year a system test was authorized for the Wyoming Land Office, well-known for its high-volume workload. The Wyoming study was to determine system feasibility with the following objectives:

1. Provide management aids in operating and monitoring one of the Bureau's largest sources of income.
2. Standardize billing practices.
3. Establish a data bank of lease information.

This test resulted in full implementation in Wyoming in February 1969, and subsequently the inclusion of the other land offices.

To the data base of Oil and Gas contracts were added Rights-of-Ways and other minerals and land records which ultimately changed the system considerations to Lands and Minerals and its title to the "Lease Management System." By the spring of 1970, the accountable billing records of the fourteen land offices had been incorporated into a master computer file located at the Denver Service Center, land office personnel had been trained in system procedures, and the system was considered operational.

#### Benefits of the System

##### Clerical:

- a) elimination of backlog in Receiving and Accounts
- b) current daily operation
- c) better public relations through more timely response
- d) increased accuracy of billing through verifications and edits
- e) elimination of manual maintenance of the billing file
- f) increased accuracy in Name and Address changes
- g) automated billing and receipt notification
- h) generation of a work copy for simultaneous Drawing list

##### Management Information and Control aids:

- a) greater capability for audit and research
- b) automatic suspending for Lands cases  
Reappraisal review call-up by District  
Proof of construction call-up by District  
Annual work plan projection of reappraisals by District

The high caliber efforts of participating personnel at all levels keep this system operating efficiently. A tremendous spirit of cooperation between the offices concerned has allowed this Bureau System to prove what a progressive minded government agency can accomplish with modern data processing tools.



GPO 839-834

AUTOMATED

# LEASE MANAGEMENT SYSTEM



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DEPARTMENT OF THE INTERIOR  
Bureau of Land Management

## THE BUREAU OF LAND MANAGEMENT

## Lease Management System

One hundred and fifty millions of dollars in public lands contracts from all over our nation are billed and receipted for annually by use of the BLM computer at the Denver Service Center. More than one-hundred-thousand accounts are serviced in a timely manner with an error incidence that is extremely low when compared with previous methods. But bills and receipts represent only one portion of the system. Of additional value to the State and District Offices are the management information reports produced by the system on a fiscal and monthly basis. And, the central location of information master files gives the capability of quick response reporting in answer to special requests from Washington and State Offices.

The fourteen BLM Offices, some having special considerations pertaining to type, location and handling of the public lands administered, are the principal users of this system. Therefore, a lessee with holdings in many parts of the country will receive billing notifications and receipts in the same manner and at the same time from each of the various State Offices administering lands on which his leases and other contracts reside.

## Types of Leases and Permits

Airports	Geothermal Power
Aluminum	Hardrock
Bauxite	Hot Springs
Bentonite	Potassium
Coal	Mining Claim Occupancy
Clay	Mining
Dawsonite	Molybdenum
Fur Farms	Oil & Gas (competitive)
Grazing (Alaska)	Oil & Gas (non-competitive)

## Types of Leases and Permits (continued)

Public Auction Sales	Special Land Use
Phosphate	Sodium
Public Purpose (Recreation)	Small Tract
Phosphorus	Sulphur
Patash	Township Trustee
Public Works	Uranium
Highway Material Site	Water well
Federal Highway	

## Types of Rights-of-Way

Radia, TV Microwave
Water Reservoir or ditch
Electrical Transmission
Hiway, Tram, Lagging, Access Road
Pipeline, Petrol, Oil & Gas
Railroad
Telephone, Telegraph
Pipeline, Water

## It works like this:

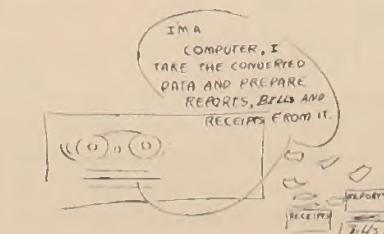
1. The Public (whether a company or an individual) files for a permit, a lease, or other contract arrangement.



2. Contract approvals, changes to existing contracts, and rental payments information is processed through the Land Office Accounts Section to the BLM data processing center in Denver.



3. A Data Conversion Section at the Denver Service Center transcribes the information received to a form acceptable to the computer.



4. The information (now called data input) is fed into the DSC computer which generates (output) reports and receipts, retaining certain information which will affect future automatic billing and reporting.